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GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

MEMORANDUM

3 MAY 1968

TO: Agency Records Management Officers

This year the Federal Paperwork Management Awards will be sponsored by the Association of executives and Administrators. AREA has already sent letters to your Agency Heads and Personnel Directors inviting participation.

For your information I am attaching a copy of the nomination instructions and the announcement poster that AREA has sent to Federal agencies. This year, the fourth in the series of awards, should be the best yet. I urge you to support the program and to do everything possible to see that your agency has a nominee.

If you should need additional information concerning the program, please call Benjamin Oliver on Code 13, 21814.

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THE FOURTH ANNUAL
FEDERAL PAPERWORK MANAGEMENT AWARDS

PURPOSE

This is an annual award to one or more managers in the Federal Government. The purpose of the award is to recognize and stimulate outstanding leadership and professional excellence in promoting effective management of the Federal Government's paperwork.

SCOPE

"Paperwork" as envisioned by the awards program, covers the totality of recording activities from creation, through arrangement and use, to final preservation or destruction. It covers every type of recording media, including paper, microfilm, and magnetic tape.

"Paperwork" is present in every office for it is the integral systems part of administrative support work, management information flow, and written communications. From the system comes the management effort to channel and control paperwork so that it contributes to the goals and objectives of the organization. Automation, in its many aspects, is a most important consideration in the scheme for managing paperwork. Because of the nature of Government, paperwork not only is present in internal operations, but involves industry and the public on many fronts.

NATURE OF AWARD

A walnut plaque, appropriately inscribed, will be given to each nominee selected.

ELIGIBILITY

All employees of the Legislative, Judicial, and Executive Branches of the Federal Government are eligible.

NOMINATIONS

Nominations must be submitted by July 1, 1968 to:

Awards Committee
Association of Records Executives and Administrators
Post Office Box 4259, Grand Central Station
New York, New York 10017

In the Executive Branch, one nomination will be submitted by a Department or Independent Agency. Each Department and Agency will determine its own screening and selection procedure. From the nominations received, the Association (AREA) will select those to receive awards.

NOMINATION FORMAT

Nominations should follow the pattern below. It is a guide, not a rigid format. However, all items that appear in the guide must be covered in the material supporting the nomination.

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A. Biographical Sketch of Nominee -- A brief statement is needed to relate the background, experience, and education of the nominee, to the content and scope of his paperwork management accomplishments.

B. Description of Accomplishment -- Describe in specific terms the work or contribution for which the nomination is being submitted. The period of time covered by the accomplishment is not specifically limited in years. However, the basis for the nomination should reflect current or relatively recent work rather than overall duties performed over a long period of years.

The description of the accomplishment should include:

* Its objectives and significance;

* Methods used;

* Its relation to previous work attempted in this field -- if any;

* Names of any cooperating individuals, departments or agencies;

* Its impact: whether internal-agency, multi-agency, or government-wide. Also cover its impact outside the government, if applicable.

C. Results -- Describe separately both achieved and anticipated results. Results should be expressed in terms of savings or other benefits such as expanded services, decreased time requirements, and increased management capabilities.

D. Digest -- Describe briefly (four or five hundred words or less) the above accomplishment, its scope and results. This digest will be used in the official program. It should describe succinctly the highlights of the accomplishment, particularly the achieved or anticipated savings and results.

One (1) originally-signed nomination and three (3) copies are to be submitted.

DOCUMENTATION

Present the best possible case for your nominee. The material you supply will be used by AREA for judging and for publication. Therefore, it is important that the submission adequately describe the nominee's contribution to effective paperwork. Since there will be no time for follow-up between AREA and the agency, it follows that the nomination submission should be adequately documented. While good documentation is desired, the Association would also like to stress the importance of briefness in the presentation.

PRESENTATION

Awards will be presented at an Awards Presentation Luncheon, 12 noon, Sept. 24, 1968, at the Willard Hotel, Pennsylvania Avenue at 14th Street, N.W., Washington, D.C. AREA will host the awards ceremony; each person attending (other than award winners and official guests) will pay an entrance fee to defray cost of his lunch.

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1968

Federal Paperwork Management Awards

FOR OUTSTANDING LEADERSHIP AND PROFESSIONAL EXCELLENCE IN PROMOTING EXECUTIVE MANAGEMENT OF PAPERWORK IN THE FEDERAL GOVERNMENT.

"I have instructed management at every level to encourage the best efforts of all personnel to devise ways of reducing paperwork and lowering other costs of their operations.

Each innovation for economy in government merits our applause."

LYNDON B. JOHNSON

Nominations : By July 1, 1968

Awards Presentation Luncheon : September 24, 1968

Willard Hotel Washington, D.C.

1968 AWARDS BY :

THE ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS (AREA)

FOR DETAILS CHECK WITH YOUR PERSONNEL OFFICE

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